



Applying for Executor/Executrix of an Estate in Monongalia County

- ❖ Decedent must be a resident of Monongalia County.
 - Check with the attorney who prepared the last will and testament if you have questions about how to proceed, i.e, whether to record the will only or if you should probate the estate.

What to bring with you:

- ❖ Death Certificate.
- ❖ Original Will. Note: The will must be signed before two witnesses who signed an affidavit before a notary public. If it is not, call our office to find out what is needed to meet recording standards.
- ❖ Mailing addresses of all beneficiaries listed in the will.
- ❖ A valid driver's license or government issued ID of the Personal Representative.

Special circumstances that require additional documents and/or preparation:

- ❖ Will does not specifically state that you are to serve without bond. If this language is not present in the will you will be required to obtain one. (Please call our office prior to your appointment to determine how a bond can be secured).
- ❖ The following are some instances that require a "Waiver Form" (which can be obtained from our office):
 - *Alternate executor/trix named in will wish to be appointed.* The initial person named in will is required to waive their rights to the alternate.
 - *Person to be appointed is not named in the will.* Any person(s) named as the executor/trix in the will is required to waive their rights if they wish for another to serve.
 - *Person named as executor/trix desires to decline.*

For more information visit our website at monongaliacountyclerk.com to obtain waiver forms, view bonding agents, or to make an appointment.

Cost for appointment will approximately amount to \$45.00